



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2023-80464

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DEPED MALAYBALAY CITY DIVISION
RELEASED

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 SEP By: [Signature]

DIVISION MEMORANDUM

No. 385, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Secondary School Heads
 All Others Concerned

FROM: **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

DATE: September 13, 2023

SUBJECT: ANNOUNCEMENT ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR ELEMENTARY SCHOOL MASTER TEACHER I FOR SAN MARTIN ELEMENTARY SCHOOL, DISTRICT 8 VACANCY

1. This is to inform the field of the vacancy of **Master Teacher I** of **San Martin Elementary School**, District 8 with plantilla item number **OSEC-DECSB-MTCHRI-660046-2010**. The Office is now accepting application documents from **qualified Teacher** applicants. MEC Order No. 10, s. 1979 shall be the basis in the criteria and point system. Applicants should meet the herein qualification standards prescribed by the Civil Service Commission (CSC) as follows:

Position	Education	Experience	Training	Eligibility
Master Teacher I (Secondary)	Bachelor's degree in Elementary Education + 18 MA Units or Bachelor's Degree with 18 Professional Educ. Units + 18 MA Units	3 years relevant experience	None required	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office not later than 5:00 PM of **September 25, 2023**:

- 2.1. Application Letter / Letter of Intent address to the Schools Division Superintendent;
- 2.2. Duly accomplished Personal Data Sheet;
- 2.3. Proof for the Qualification Standard – photocopy of the following: TOR, Updated Service Record, Certificates of Training if applicable, and Proof of Eligibility;
- 2.4. Certification from School Head - as full time classroom teacher;
- 2.5. Document to support as Demo teacher;
- 2.6. Very satisfactory performance rating for the last two (2) years;
- 2.7. Documents as per MEC Order 10, s. 1979:
- 2.7.a.) Introduced any of the following which has been adopted/used by the school district
 - Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction
 - A worthwhile income generating project for pupils given recognition by higher officials in the Division



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay@deped.gov.ph



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2.7.b.) Served as subject coordinator or grade chairman for at least one (1) year; or
As adviser of school publication or any special school organization like dramatic club, etc.
and discharged such assignment satisfactorily for at least two (2) years provided such
assignments or services are in addition to, and not considered part of, the regular teaching
load;

2.7.c.) Served as chairman of a special committee, such as curriculum study committee;
committee to prepare instructional materials, committee to prepare school program, and
discharged the work efficiently;

2.7.d.) Initiated or headed an educational research activity duly approved by educational
authorities either for improvement of instructions, for community development or teacher
welfare; For participation as member of such activity (7 points)

2.7.e.) Coordinator of Community project or activity or of a program of another agency or
coordinator of a rural service improvement activity in a community such as feeding, nutrition,
agro industrial fairs, etc., for at least two (2) years; For participation as member of such
activity (7 points)

2.7.f.) Organized / managed an in-service activity or other similar activities at least on the
school level;

2.7.g.) Credited with meritorious achievements such as:

- (1) Trainer of or coach to contestants who receive prizes, commendations or any form
of recognition;
- (2) Athletic coach of athletes or teams who won prizes;
- (3) Coordinator of Boy Scout or Girl Scout activities

2.7.h.) Authorship - (10pts. for a book and 1pt. each article provided they are on education)

2.7.i.) Omnibus certification as to authenticity and veracity of all documents submitted.

3. Any activity/accomplishments already used for earlier promotion shall not be used for the
next promotion.

4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment
Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees
provided Qualification Standards set by the CSC and DepED are met. Thus, all applications
regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity,
religion, disability, or political affiliation are treated with respect and equity.

5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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